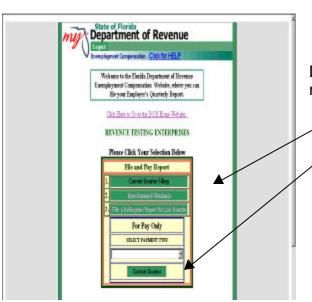# Instructions for Internet File and Pay for Unemployment Tax
5/7/03

- Type your account number and PIN.
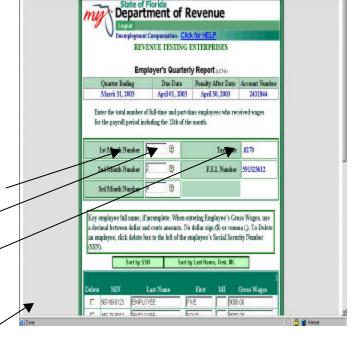- Press Enter or click on LOGIN.

HINTS
- UT account number is 7 digits.
- UT password is either 5 or 7 digits.
- You cannot file until the first day of the filing period.
- Read helpful information on this and all screens.
- Some fields are mandatory. If you click on Next without completing mandatory fields, you will see an error message.

Depending on your status as a UT filer, the correct report will be displayed for you.
- Click here to file and pay tax.
- Click here to make a payment only.

- Enter the number of employees as of the 12th of the month.

- If you have questions, click on **?** for help.

- NOTE: Tax rate is displayed.
- Employees are displayed alphabetically by last name. You can sort them by SSN.
- Enter gross wages for each employee.

- Click here to delete an employee from your report. In the NEXT reporting period the name will not appear on your report.
- Scroll down.
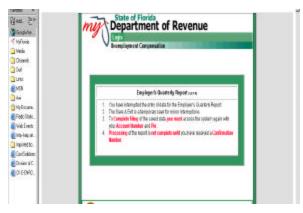
HINTS
- If you **delete** an employee, you must show 00 gross wages.
- If you **list** an employee, you must show wages.
- This application is **not** meant for reporting for worker compensation.

- At the bottom of the screen, click on **Save and Exit** to return later to complete filing. Data will be saved until the next quarter or until the report is submitted.
- Click on **Delete Selected Employees** to delete employees from THIS report.
- Click on **Add New Employee** to add names to the report. There is no maximum number of names for a report.
- Click on Continue after all adds/deletes.

TO SEARCH: Type an SSN or employee name and click on Search for Employee to go to the page where the employee's name is listed.
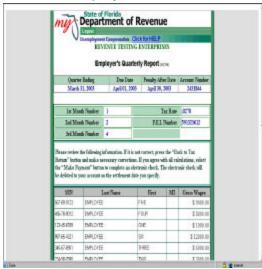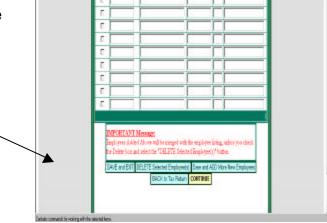

If you click on Save and Exit, you will get a warning that filing is not complete until you see the screen with your confirmation number. When adding/updating employee names, omit punctuation (e.g., O'Sullivan should be listed as OSullivan.)

If you click on Add New Employees, you will have the opportunity to enter employee information.
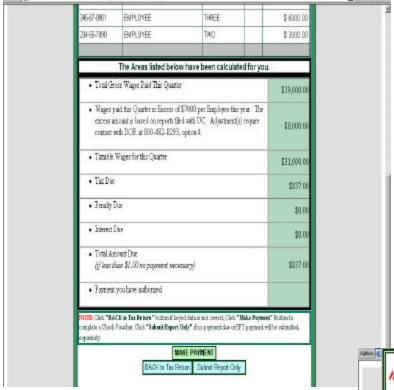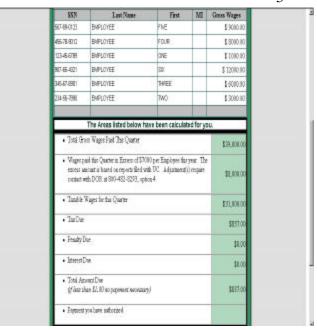- Click on Continue or click on Save and Add More New Employees.

If you add a new employee, that person will also be added to your report.
If you enter a duplicate SSN, you will see an error message.

- Review information on the report to be sure it is correct.
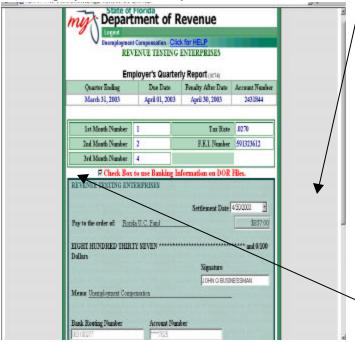
Excess wages and tax are calculated for you.

- Click on Back to Tax Return to make changes.

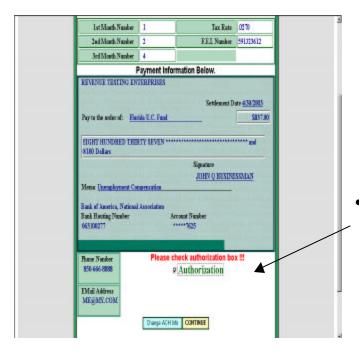If you click on Submit Report Only, you will be asked if you are sure you want to submit without making payment.
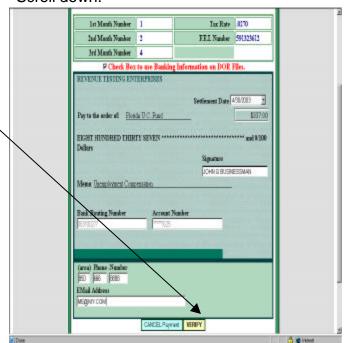- Click on **No** to make your payment.
- Then click on Make Payment.

- Click on the down arrow and click on a settlement date to select it.

NOTE: The first date displayed will be the next BANKING day. The Settlement Date cannot be today and cannot be more than 30 days from today. Only bank days will display.

- Type the name of the person authorized to write checks for the account.
- Enter your bank routing and account numbers.
- If your routing number is invalid, you will receive a warning.
- Scroll down.
- Click on the check box to use banking information you provided to DOR during your last UT filing.
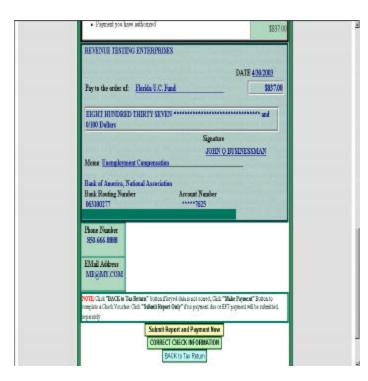- Scroll down.

- Type your phone number and e-mail address.
- To verify check information, click on Verify.

- Review check information.
- Check the authorization box.
- Click on Continue.

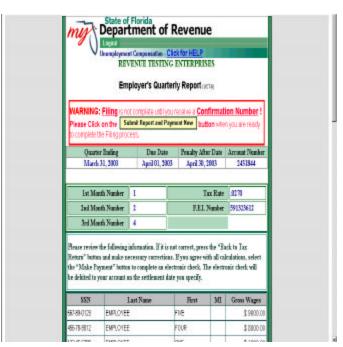You will be warned that **your transaction is not yet complete**.

- Scroll down.

You will have another opportunity to review filing and account information.

- Click on Submit Report and Payment Now to complete the transaction. The check amount will be debited on the settlement date.
- Click on Back to Tax Return to make changes. If changes are made, click on Submit Report and Payment Now to authorize the change in the electronic check.

You will see the Confirmation page.

- Click here to **print this page**.